



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4749 FAX: 615-313-6683
TTY: 1-800-270-1349
www.tn.gov/humanserv/cacfp/

BILL HASLAM
GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

MEMORANDUM

TO: All participating Tennessee CACFP organizations.
Child and Adult Care Food Program (CACFP) Institution(s)

FROM: Mamawah Hill, Director of Community Services

DATE: September 14, 2015

SUBJECT: **Submitting Changes for CACFP**

In an effort to serve you better we are implementing some changes effective immediately to help smooth business processes and make it easier for you to communicate with the Department and do business more efficiently.

With the exception of change related Excel spreadsheets, all changes must be submitted via mail. Please do not fax or e-mail changes. Please mail any and all changes to:

TDHS: Nutrition Programs CACFP & SFSP
Citizens Plaza Building, 8th Floor
400 Deaderick Street
Nashville, TN 37243

Please be sure to always include your agreement number in your e-mail and in mail correspondence with us.

All Excel Spreadsheets should be e-mailed to the CACFP DHS inbox at: CACFP.DHS@tn.gov

If you need to call our office you can call us at: 615-313-4749.

All Changes are due on the 9th of every month. You must allow the state agency ten (10) days to process your supplemental changes. Drops and adds are no longer automatic for Sponsors. You must receive written approval from our office before those providers are eligible for CACFP reimbursement. Please submit changes only once per month. If you submit more than one change per month, subsequent changes will not be effective until the next month.

Finally, if you have any questions or need any clarifications about a CACFP component. The following Program Staff are here to help for the following components:

Pamela Norton: Unaffiliated Centers

Brian Anthis: Sponsors of Child Care Homes

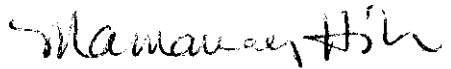
Lisa Wyatt: At Risk - after school/Emergency Shelters

Renee Flowers: Adult Care Centers

Myra Foxworth: Private Non- Profit and Sponsors of Affiliated Centers (includes Churches and Government entities in this component)

Loretta Goldsmith-Howell: For Profit and Sponsors of Affiliated Centers (includes Head starts)

Regards,

A handwritten signature in black ink, appearing to read "Mamawah Hill". The signature is written in a cursive, flowing style.

Mamawah Hill

Interim Director of Community Services

MH/ba